

Follow these instructions to file a biweekly claim for PA UC benefits.

INSTRUCTIONS

1. Review the claim questions ahead of time and write down your answers. This will increase the accuracy of the information you provide and reduce mistakes that can delay your benefit payments. Also, preparing the answers in advance will shorten the TTY call.
2. Determine the ending date for the week or weeks you want to claim. You may claim benefits for the two most recent calendar weeks prior to the day when you contact the department to file your claim. (If you would like to claim only one week of benefits, complete the questions for only one week). You will need to know the specific date when each week ended (this will always be a Saturday). (See the example calendar on the reverse.)
3. Call 888-334-4046 to connect with UC TTY. After you receive the greeting message, type the number of each question and your answer. There is no need to type the question. Continue until all questions are answered. (See the sample answers on the reverse.)
4. Disconnect the call. You will be contacted through relay service if we need additional information or have questions about your responses.

For additional information about biweekly claims, refer to your PA UC Handbook.

TTY Biweekly Filing Sample on Reverse

TTY BIWEEKLY FILING SAMPLE

In this sample, today's date is Sunday June 21, 2015. Note: You may file a biweekly claim any time Sunday through Friday.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13 FIRST WEEK Ending Date 6-13-2015
14	15	16	17	18	19	20 SECOND WEEK Ending Date 6-20-2015
21 Today's Date	22	23	24	25	26	27
28	29	30	Notes:			

This is a sample of what would be typed into the TTY:

In this sample, today's date is June 21, 2015. This sample is based on a worker who had no work offered to them in the first week and then worked 24 hours at \$12.00 an hour in the second week.

- 1) JOHN M DOE, 123-45-6789, 717-222-1234
- 2) 6-13-2015
- 3) Yes
- 4) Yes [SINCE ANSWER TO QUESTION 4 IS YES, THEN MOVE TO QUESTION 8]
- 8) No
- 9) Yes
- 10) 6-20-2015
- 11) Yes
- 12) No
- 13) No
- 14) No
- 15) No
- 16a) Wanda's Widgets
- 16b) \$288.00
- 16c) None
- 16d) None
- 17) No
- 18) Yes
- 19) Yes

Once you have completed the last question you may hang up.

*Auxiliary aids and services are available upon request to individuals with disabilities.
Equal Opportunity Employer/Program*